



# RHODE ISLAND STATE POLICE

## PUBLIC RECORDS REQUEST FORM



Date: \_\_\_\_\_ Request Number: \_\_\_\_\_

Barracks/Bureau/Unit: \_\_\_\_\_

Name (optional): \_\_\_\_\_

Address (optional): \_\_\_\_\_

City/Town, State, Zip (optional): \_\_\_\_\_

Telephone Number (optional): \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

Requested Records: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If these records are not readily available at the time of your request, please advise whether you would like to:

\_\_\_\_\_ Pick up the records \_\_\_\_\_ Records to be sent regular mail

\_\_\_\_\_ Records to be faxed to Fax Number: (\_\_\_\_\_) \_\_\_\_\_

### For Office Use Only

Request Taken By: \_\_\_\_\_ Request Number: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Records Available on: \_\_\_\_\_

Records Provided: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ In Part

Date response provided if any exemptions are claimed: \_\_\_\_\_

Costs for Records: \_\_\_\_\_ Copies = \$ \_\_\_\_\_ Search & Retrieval = \$ \_\_\_\_\_